

DATE: 31 MAY 1983

STAT



On

4/3

Quarter

2nd

.... SO I STOOD UP
AND DEFENDED THE
GOVERNMENT

REMARKS:



TRANSMITTAL SLIP		DATE 2 May 83
TO: <i>AD/OL</i>		
ROOM NO. 2B07	BUILDING	
REMARKS: For your files. ② <i>ADDL</i> <u><i>u</i></u> ③ <i>C/P+PS</i> <u><i>om</i></u>		
FROM:		DDA/MS
ROOM NO.	BUILDING	

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S-E-C-R-E-T

25 May 1983

MEMORANDUM FOR THE RECORD

SUBJECT: OL Quarterly Planning Review - Second Quarter

1. The Office of Logistics Quarterly Planning Review was held on 4 May 1983. Mr. King opened the meeting.

2. [] gave the first presentation on construction [] He stated that the construction is a little behind schedule, but that [] has not defined the requirements for the inside work (wiring, etc.) and will not be ready for occupancy when construction is complete.

25X1

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25X1

3. The second presentation was given by [] on Personnel Management. He reviewed the Office's efforts in the areas of recruitment, personnel, evaluation, communication, and career development.

4. [] followed with a presentation on the procurement of a Computer Assisted Design and Drafting System (CADDs). He stated that an Intergraph system will be acquired and that this objective is ahead of schedule due to the activities of the Building Planning Staff.

25X1

5. The next presentation by [] was on implementation of the P&PD Digital Prepress System. This system will be used for, among other publications, the eight FBIS daily publications, two of which are presently being type-set by P&PD under the MIDAS project. Type-setting under MIDAS allows a 166% increase in the number of characters per page as compared to conventional typewritten copy. [] also reported that an RFP is in process for an automated page make-up system, which will merge text and graphics.

25X1

25X1

6. This was followed by two presentations on working with GSA to improve service. [] spoke on the successful completion and occupancy of [] building and on plans for [] building. [] discussed the success with cosmetic upgrades at [] the importance of the building "walkabouts," and the planned inspection of every office in Headquarters building.

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7. [] gave a presentation on the construction at [] and the revised construction project milestones (CPM). Discussion of costs which will be associated with an accelerated schedule led to questions about the NPIC Development Program (NDP) schedule, and realistic dates for building occupancy.

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ALL PORTIONS SECRET

S-E-C-R-E-T

25X1

S-E-C-R-E-T

8. The next presentation, given by [redacted] was on the Procurement Division's efforts to improve responsiveness to politically sensitive requirements for goods and services. The Procurement Division Management Information System has been modified to support this effort.

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9. The final presentation, given by [redacted] was on construction for SAFE, Phase II. Construction is expected to be completed by 1 October 1983. Questions were raised as to the impact if construction is not completed by that date.

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10. A copy of the milestone charts is attached.



DDA Plans Officer

25X1

Attachment

DDA/MS [redacted] (25May83)

25X1

Orig - File (w/att)

1 - DDA Chrono (w/o att)

1 - DDA/MS Chrono (w/o att)

1 - D/OL, [redacted] (w/o att)

25X1

S-E-C-R-E-T

Page Denied

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Recommended Objectives for the Quarterly Conference (Second Quarter)

FROM: [Redacted] Plans and Programs Staff, OL		EXTENSION [Redacted]	NO. OL 4065-83	25X1 25X1
			DATE 24 March 1983	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Chief, P&PS/OL				Bob, Attached is my recommendation for the Quarterly Conference Agenda. Please concur, or make changes and return to me as soon as possible. [Redacted]
2. [Redacted] MS/DDA				
3.				
4.				
5.				
6.				
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11.				
12.				
13.				
14.				
15.				

24 March 1983

Recommended Objectives for the Quarterly Conference

(Second Quarter)

Objective

Presenter

Conduct a comprehensive Review of
Personnel Management Functions

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Provide a System for More Timely
and Efficient Response to Space
Requirements (CADS)

Implement the Digital Prepress
System

Continue to Work with GSA for
Improved Service

Construct 50,000 NET Square Feet
of Space

25X1

Improve Responsiveness to Politically
Sensitive Requirements for Goods and
Services

Provide Support to SAFE, Phase II

Objectives NOT Included

Conduct a Pilot Quality Circle
Program*

Consolidate Agency Metropolitan
Washington Area Activities*

Establish Procedures to Execute
Payments in Accordance with Prompt
Pay Act*

*

Develop Policy and Resolve
Key Issues Affecting Acquisition

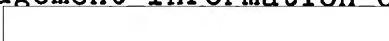
25X1



25X1

Improve the Physical Environment
and Quality of Food and Service
in the EDR*

Design Methods to Improve
Responsiveness to Furniture
Requirements*

Provide Management Information on
the Upgrade 

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*

Reported First Quarter